



Natural Resources Conservation Service
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MINNESOTA BULLETIN NO. 120-4-15

SUBJECT: ADS – TRAINING/CONFERENCE COSTS

Purpose. To provide employees with a new policy on paying for training and conference costs.

Expiration Date. September 30, 2005.

Employees can no longer use their travel VISA card to pay for training or registration. Therefore, effective immediately, when employees have been approved to attend a conference or training, area administrative coordinators will use their VISA purchase card, if accepted, to pay for the training of their area employees. If the VISA card is not accepted, employees can pay the conference registration or training fee and seek reimbursement on their travel voucher, if travel is involved.

If no travel is associated with the conference or training, employees can claim reimbursement on SF-1164 provided the training is successfully completed. The original SF-1164 with employee's and supervisor's signatures and **original** receipt are to be submitted to FNM for processing. Fax copies will not be accepted.

State Office employees will work with Laurie Otte, Purchasing Agent, to register and pay for conference and training.

This policy should assist employees as not to be faced with a debt prior to reimbursement.

Contact Laurie Otte, Management Services Specialist for assistance if you have questions.

WILLIAM HUNT
State Conservationist

DIST: AE